

## Summary

For **Hosted** customers, your PowerSchool data is continuously being saved in case you need to revert to a previous copy of your data. Because of this, there is no need to request from PowerSchool Hosting that a backup be made on a specific date or time, as that is already being done.

When you view the End-of-Year Process page, there are instructions on how to request the End of Year backup. These instructions are specifically for requesting a **copy** of your EOY backup file. This process does not actually create the file; that is automatically done when you run End Of Year. If you would like a copy of the EOY Backup file sent to you, please follow the instructions on the page.

<p>5. Verify that students graduating from the district have their next Grade Level set to 99 and their next School set to 999999 (Graduating Students School).</p> <p>4. <b>PowerSchool Hosting Procedure:</b> Backups of your data happen automatically. To have an End of Year copy sent to you, after you have completed End of Year, please <a href="#">Create a Case</a> in Community with a subject of "EOY Backup Request." PowerSchool Support will send you a secure temporary link where you can download your backup file.</p> <p>5. If you want a separate ASCII export archive copy of your lunch transactions and/or historical grades, go to <a href="#">Export Data Archives</a> (recommended).</p>
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## Reverting to a Backup Because the EOY Failed

In this scenario, terminology and timing is very important. When your EOY Backup file is created, the regular backup file created the night before you ran the EOY process becomes the EOY Backup file (backups are normally created between 2 and 4 am). This is the file that will be sent to you if you request a copy of your EOY backup.

Should you experience an EOY failure, you may need to revert to a backup. When you finished preparing for EOY will determine whether you should request to be restored to the **EOY Backup** file, or if you need to request a **Point In Time Recovery (PITR)** instead.

- If you completed all of your scheduling and data changes and EOY Validations and then waited until the following day to run EOY, you can request to be restored the EOY Backup file, which would be a copy of your data from the night before.
- If you completed all your EOY preparations on the **SAME DAY** as you ran EOY, and there is a failure, you **must** request a PITR. If you request a restore to the EOY Backup file, you will lose all changes made during the day. When you request a PITR, we will need the day, specific time of day (within 5 minutes), and your Time Zone.